

NewsFlash!

Announcement: In our continuing efforts to provide access to quality training and information, the [Department of Contracts and Grants](#) (DCG) is proud to announce access to a series of webinars offered by the National Council of University Research Administrators (NCURA). The Lifecycle of the Award series consists of six comprehensive video webinars that span a wide range of topics including proposal development and budgeting, award negotiation and acceptance, award management and compliance. Similar to USC's [Cardinal & Gold Curriculum](#), the following webinars are designed to offer professional growth for research administrators who wish to enhance their foundational knowledge of sponsored projects:

- **The Toolbox for Research Administrators** (1.5 Hours)
The Toolbox for Research Administrators webinar features a lively discussion of the essential policies, procedures, rules and regulations that an institution should maintain for compliant management. It will also provide helpful forms, checklists, and other related work-friendly tools that support the daily activities of the grant management professional. Gleaned from examples provided by NCURA members, as well as related NCURA publications, these resources will be valuable assets in ensuring a comprehensive portfolio of research administration essentials. The video webinar will also feature a discussion of what policies and other resources might be necessary to implement the new federal Uniform Guidance.
- **Proposal Development** (4.5 Hours)
The Proposal Development webinar is a three part series that covers the essentials of proposal development from inception through submission. Part I begins with proposal planning, project review, and application requirements. Part II continues with a session on the budget and justification and is completed with a session on preparation and submission. Part III will include discussion of proposal planning, logistics, financial and compliance considerations.
- **Pre-Award & Budgeting** (4.5 Hours)
The Pre-Award & Budgeting webinar will help you learn the basic elements of how to draft a project budget with confidence. This three-part session will walk you through the development of a project budget including: what costs need to be covered, categorization of budget costs by differing sponsors, utilizing the appropriate rates and more.
- **Award Negotiation & Acceptance** (4.5 Hours)
The Award Negotiation and Acceptance webinar is a three-part series that focuses on negotiating with a sponsor, identifying problematic contract terms and conditions, and navigating solutions that will satisfy both the sponsor and the University. Part I begins with an overarching discussion of general negotiation and contracting principles. Part II continues with a session on the Federal Acquisition Regulations (FARs), specifically addressing how the FARs operate, FAR clauses that require special attention, and when

FAR clauses may have alternatives that are more acceptable to universities. Part III focuses on contracting with private sector and international sponsors.

- **Award Monitoring & Award Management (4 Hours)**

The Award Monitoring & Award Management webinar focuses on award management strategies and techniques for the departmental research administrator tasked with financial oversight of sponsored awards. This workshop will focus on what to look for during award initiation and award close out as well as strategies for how the research administrator can best support the PI during the period of performance to maximize award spending, while effectively managing risk. Furthermore, this workshop will review some perennial hot topics such as cost transfers, subaward monitoring, cost sharing and effective and efficient award close outs.

- **Compliance (4 Hours)**

The Compliance webinar features discussion of a variety of compliance topics essential to the knowledge of every research administrator. This workshop will cover the basics of institutional committee review for biosafety, human research participants, and animal research, as well as export compliance, conflict of interest, and research misconduct. True-life examples will highlight the importance of knowing where to find expertise and resources at the University, creating a “compliance network”.

The NCURA Lifecycle of the Award webinar series is a general program that covers broad research administration topics that are relevant to a wide variety of institutions. The Department of Contracts and Grants hosts the [Cardinal and Gold Curriculum](#) program that provides research administration training *with an emphasis on USC policy and procedures* (Ex. preparing and routing proposals through Quali Coeus, disclosure of COI, etc.). The program is a valuable resource for USC faculty and staff whose responsibilities bring them in contact with any aspect of sponsored projects at USC. Moreover, participants can receive a Certificate in Research Administration by completing the program, ensuring a standard level of expertise among those who support the research endeavor at USC.

How to Launch the Webinar Series and/or The C&G Curriculum

1. Point your browser to the [Trojan Learn](#) portal and log in using your USC ID.
2. Click the **Contracts and Grants** link on the [right side](#) of the page.
3. Click on the **Request** button next to either program title. The program will be added to your Transcript.
4. From your Transcript, click **Open Curriculum**.
5. Click the **Required for Completion** tab (on the left side of your screen).
6. You can then click the **Launch** button to begin the webinars and/or C&G Courses in any order.

You are encouraged to load the [Browser Check](#) feature inside of Trojan Learn before beginning the webinars. The Browser Check will identify if your computer and browser meet the minimum requirements to launch the webinars.

Questions? If you have any questions, please contact [Noah Congelli](#) in the [Department of Contracts and Grants](#).

